

DEPARTMENT: Environmental Services

REPORTS TO: Parks and Recreation Division Manager;
Work assigned and reviewed by the Landscape Architect

SUPERVISES: None

DEFINITION:

Performs a variety of professional landscape and architectural design work, construction management and contract administration for the development of parks, trails, open space, urban plazas, streetscapes, and other park and recreation facilities designed to meet current and long range City plans.

DISTINGUISHING CHARACTERISTICS:

The Park Planner is distinguished from the Landscape Architect by responsibility for managing less complex projects and the absence of the Oregon Registered Landscape Architect requirement, divisional Capital Improvement Program (CIP) management responsibilities, development review and leadworker responsibility. The Park Planner is distinguished from engineering and city planning classifications by specialized knowledge of physical park development, methods and materials.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages parks related CIP projects from conception to completion including developing master and preliminary plans and project specifications, project consultant and contractor selection, preparation of documents and agreements, and monitoring the work of consultants and contractors for conformance to city standards.

Coordinates project work with contractors, conducts site inspections, resolves conflicts, monitors project budgets and performs punch list and final inspections to close out projects. Prepares and/or coordinates preparation of Federal, State, Metro and City permit applications. Maintains project records which meet City, Metro, State and Federal standards and monitors overall project budget.

Conducts analysis, technical investigation and research related to park planning projects and issues.

Coordinates press releases and distribution of notices to citizens. Conducts meetings with neighborhood, special citizen groups, businesses and organizations and makes presentations to provide information on project plans, goals and schedules and to promote involvement in projects. May coordinate volunteer projects and organize community events.

Serves as a liaison with citizen committees and advisory groups, facilitates discussions, draft's committee's recommendations for public hearings, prepares agendas and maintains records of activity.

Serves on Technical Advisory Committees for other departments and agencies in multi-jurisdictional planning efforts. Provides technical advice on landscape matters to City departments, Citizen Advisory Committees, Planning Commission and Council.

Prepares grant applications to federal, state and regional agencies and administer grant awards to support park and recreation facility enhancements. Produces and maintains grant project records which meet State and Federal requirements including quarterly reports, final reports and annual maintenance and monitoring reports.

Assists in the development and preparation of various planning studies, code amendments, Maintenance Standards and Public Works Design Standards.

Assists with park and open space land acquisitions.

Responds to inquiries, conflicts and/or complaints regarding park and open space issues.

OTHER JOB FUNCTIONS

Develops and maintains systems and records that provide for proper evaluation, control and documentation of assigned activities.

May perform park related development application review.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or in front of a computer terminal. Travel to conduct on-site inspections of construction projects is required and to attend meetings. May be exposed to heavy equipment, noise and debris and varying weather conditions when conducting field inspections.

QUALIFICATIONS:

Knowledge of:

- Park planning, landscape architecture, natural resource and civil engineering principles and practices.
- Methods, materials, techniques and equipment as applied to and associated with the planning, design and construction of parks, trails, and open space projects.
- Principles of project organization, scheduling, SOQs, RFPs, bidding, selection, insurance, contract award and administration.
- Volunteerism and training techniques.
- Contract administration of consultants and contractors.

- Computer programs including word processing, spreadsheet and basic GIS database.

Ability to:

- Effectively communicate, both orally and in writing, including public presentations, formal reporting, narrative presentations and technical specifications and document preparation.
- Analyze data, formulate policy alternatives, prepare written reports to evaluate park and related facility plan alternatives.
- Work within a multi-task, multiple project work environment.
- Coordinate consultant and contractor selection processes according to public regulations.
- Establish and maintain effective working relations with staff, other agencies, public officials, citizen special interest groups, the development community, and the general public.
- Mediate and resolve conflict.
- Adapt approved planning, landscape architecture and engineering methods and standard to a wide variety of public works projects.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in landscape architecture, urban planning, natural resources or related field and three years of professional planning experience including preparation of technical reports, construction project management of parks and recreation facilities, and coordination with community groups.

Licenses, Certificates, and Other Requirements

Valid driver's license.

Approved: 7/1/92

Revised: 10/00

Union Code: GU

FLSA Status: EX

(Class treated as NE per union contract)